January 2005

RE: EDExpress for Windows 2005-2006, Release 1.0

Dear EDExpress Users:

We are pleased to announce the availability of EDExpress for Windows 2005-2006, Release 1.0. This is the initial software release for the 2005-2006 award cycle. This letter describes general changes to EDExpress, as well as enhancements to the following components in this release of the software:

- Application Processing

- Packaging

- Global functionality (such as Security setup, Document Tracking, and User Database)

We are including the following information in this letter:

- A list of product enhancements

- Results gathered from EDExpress benchmark testing

- Reminders on backing up and optimizing your EDExpress database

Note: The President has signed the Department's Appropriations Act for FY 2005 that maintains the maximum Federal Pell Grant award for the 2005-2006 award year at $4,050. The minimum award continues to be $400. The maximum Expected Family Contribution (EFC) that a student may have to be eligible to receive a Federal Pell Grant is 3850. We used these amounts (and related statutory provisions) to develop the 2005-06 payment and disbursement schedules included in Release 1.0.

How to Get the Software and Documentation

You can download Release 1.0 and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Instructions for downloading EDExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2005-2006 Installation Guide for EDExpress for Windows*.

If you have trouble accessing the FSAdownload Web site, contact CPS/SAIG Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or through e-mail at CPSSAIG@ed.gov.

Note: Some organizations restrict their users from downloading programs from Internet sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install EDExpress. If you are not an Administrator, you will receive a warning when you try to install EDExpress. After an Administrator has installed EDExpress, you can run EDExpress for Windows 2005-2006 as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or "domain") as well as on your workstation. There are no workarounds for these Windows rights issues. Consult with your school's technical department if you receive a warning that an Administrator must install the EDExpress software.

If You Have Technical Support Questions

If you have questions regarding EDExpress, such as installation issues, software problem resolution, or software functionality, or if you need technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support from Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within 24 business hours.

You can also post questions regarding EDExpress on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Note: Make sure you include your telephone number in your message in case we need additional information. We will research your question and post our response to the listserv so that everyone can benefit from the information.

Summary of Changes
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EDExpress for Windows 2005-2006, Release 1.0

EDExpress for Windows 2005-2006, Release 1.0 consists of two software modules:

- Application Processing

- Packaging

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking, and User Database setup and entry, is added during any installation of EDExpress.

EDExpress for Windows 2005-2006, Release 2.0 (due for release in March 2005) will add Pell and Direct Loan functionality.

Release 1.0 does not overwrite your EDExpress for Windows 2004-2005 database; instead, it creates an entirely new and separate database.

Product Enhancements

The following product enhancements have been incorporated into EDExpress for Windows 2005-2006, Release 1.0.

General Changes

- Year indicators and date ranges have been updated for the 2005-2006 award year.

- Data fields have been modified to reflect the changes in the new 2005-2006 FAFSA.

- The EDExpress software's Windows icon and splash screen have been color-coded green to match the 2005-2006 FAFSA form.

Global

The following enhancements have been made to EDExpress for Windows 2005-2006 Global functionality (applicable to all EDExpress releases):

Security

- **Password-Protected Database.** The EDExpress database (expres56.mdb) is now password-protected. You will not be able to open, view, or modify the database in Microsoft Access 2002 without this password. This change will not affect your ability to log into EDExpress normally. For more information, see the Help topic "Database Password" in the EDExpress for Windows 2005-2006, Release 1.0 software.

- **Encrypted FAA Information.** For additional security the FAA Social Security Number, Name ID, and Date of Birth data entered in FAA Access setup is encrypted in the EDExpress database (expres56.mdb).

View Menu

- **Web Links Added to View Menu.** We added Web links for the Return of Title IV Funds and ISIR Analysis Tool Web sites on the EDExpress View menu. When either link is selected, the EDExpress software transfers you directly to the home page of the respective site, provided you supply your TG#, School Code and your PIN authentication is successful.

Setup

- **Default Address Field.** We added a new field, Default Address, to Global System setup. This field enables you to define the local or permanent address as the default selection to print on reports displaying student address information. For Release 1.0, this includes the Document Tracking Letter, Award Letter, User-Defined User Letters, and Mailing Labels. For Release 2.0, the Sub/Unsub Disclosure Statement is also affected. Also, you can manually change the Default Address that is selected on the Print dialog box.

- **Automatically Transmit Checkbox.** We added a new checkbox, Automatically Transmit?, to Global Security Users setup. You can fill the EDconnect Transmission Queue and automatically transmit a file at the completion of the export process by selecting this checkbox and the Export to EDconnect? checkbox. You can also continue to leave both checkboxes blank (which leaves the EDconnect Transmission Queue blank following an export), or select only the Export to EDconnect? checkbox (which fills the EDconnect Transmission Queue but does not automatically transmit the file).

- **Global File Formats and External Export Functionality.** We added file formats and external exports to the global functionality. This enhancement enables you to add Demo tab fields to a global file format code and run a global External Export to create files of student data for use in other systems, similar to functionality already available in the other EDExpress modules. We have also added a global report, RL–User Defined Formats, which prints the record layout for a specified global file format you have created. The record layout can then be used to interpret global External Export files you create.

- **200 User Database Fields.** A maximum of 200 User Database fields can be defined in EDExpress for Windows 2005-2006. If you run a Prior Year User Data import, a maximum of 200 fields will be carried forward to your new database from the prior year's EDExpress database.

E-mail Addresses

- **E-mail Address Fields on Demo Tab.** We renamed the existing E-mail Address field on the Demo tab to E-mail Address 1 and added a second e-mail address field labeled E-mail Address 2. This enables schools to accommodate more easily students who may have both temporary and permanent e-mail addresses. The e-mail address included on the imported ISIR is stored in the E-mail Address 1 field. Both fields can be updated through manual entry or by External Add or Change import (for modules that have these import options).

- **Print to E-mail Address 1 or E-mail Address 2.** All EDExpress letters that can be printed to e-mail (for example, Document Tracking Letters, Award Letters, and User-Defined User Letters) can be printed to either E-mail Address 1 or E-mail Address 2 by selecting the preferred destination on the Print dialog box.

- **Default E-mail Address.** A default e-mail address can be specified in Global System Setup. This setup enables you to define E-mail Address 1 or E-mail Address 2 as the default e-mail address for reports that you choose to print to e-mail. You can manually change the e-mail address that is selected on the Print dialog box.

- **Reports Display E-mail Address 1 and E-mail Address 2.** All reports and lists that previously displayed the single student E-mail Address now display E-mail Address 1 and E-mail Address 2 with the exception of the ISIR report. The ISIR report continues to display the single E-mail Address field and prints the value stored in the E-mail Address 1 field.

- **E-mail Addresses Appear on Student Tabs.** We renamed the E-mail Address field to E-mail Address 1 and added the new E-mail Address 2 field on all student record tabs. The E-mail Address 1 and E-mail Address 2 values are display-only fields on all tabs except the Demo tab.

- **E-mail Addresses Available in File Formats Setup.** The renamed E-mail Address 1 field and the new E-mail Address 2 field are available in File Formats setup for all modules except Application Processing, enabling you to include the fields in an External Export file.

Entry

- **Loan Exit Counseling Completed Date.** We added a new modifiable field, Loan Exit Counseling Completed Date, to the Demo tab. In Release 1.0, you can query on this field and manually update the field through Global External Add or Change import and through Global Multiple Entry. In Release 2.0, you can also update this field by importing a Direct Loan External Add or Change file, through Direct Loan Multiple Entry, and by importing the Loan Exit Counseling report (DLFF06OP) file sent by COD. This field can also be manually edited on the Demo tab in Release 1.0 or Release 2.0.

- **Canadian Province Codes.** We added the following Canadian province codes as valid values for Permanent Address State, Local Address State, and Driver's License State fields on the Demo tab. The Permanent Address Country Code is enabled and the Permanent Zip Code is filled with zeroes when one of the following province codes is selected as the Permanent Address State:

AB = Alberta	**NT** = Northwest Territories
BC = British Columbia	**NU** = Nunavut
MB = Manitoba	**ON** = Ontario
NB = New Brunswick	**PE** = Prince Edward Island
NF = Newfoundland	**PQ** or **QC** = Quebec
NL = Newfoundland and Labrador	**SK** = Saskatchewan
NS = Nova Scotia	**YT** = Yukon Territory

Multiple Entry

- **Multiple Entry Records can be Deselected.** We added a Select column to the update grid (second grid) in Multiple Entry. By clearing the checkbox in this column for a student record, the record is not selected for Multiple Entry update and is not counted in the record count or displayed on the Multiple Entry Edit report. Initially all Select column checkboxes for students displayed on this grid are selected for Multiple Entry update.

Prior Year Import

- **Option to Overwrite Data during the Prior Year User Data Import.** You can now elect to overwrite or not overwrite existing User Database field data during Prior Year User Data import. We added this functionality to give you the flexibility to import your prior year User Database field data after you have created student records in EDExpress for Windows 2005-2006. In past releases, prior year User Database field data was skipped during import if the student record already existed.

- **Prior Year File Format Import.** Prior Year File Format import now imports all fields selected for a file format code in the prior year's database, provided the fields still exist in EDExpress for Windows 2005-2006.

- **Prior Year User-Defined Queries.** Prior Year User-Defined Queries now imports all queries defined in the prior year's database, provided the fields still exist in EDExpress for Windows 2005-2006.

Reports

- **Print Global Reports Includes Setup Document Tracking Report.** Users with User IDs other than SYSADMIN who have security access to print Global reports can now print the Setup–Document Tracking report.

- **Exclude SSN Selected when Printing to E-mail Address.** The Exclude SSN? checkbox is now automatically selected and cannot be cleared if you select E-mail as the Report File Destination on the Print dialog box. The Exclude SSN? checkbox can be selected or cleared when you select a Report File Destination other than E-mail.

- **School Address and Student ID on Printed Letters Moved Closer to the Right Margin.** We moved the school code, school name, school address, and student ID fields on the Document Tracking Letter, Award Letter, and User-Defined User Letter to begin 35 characters before the right margin to better accommodate window envelopes used by schools. When a school name exceeds 35 characters, the school name will be split appropriately between words to allow for printing on two lines.

Application Processing

The following enhancements have been made to the EDExpress for Windows 2005-2006, Release 1.0 Application Processing module:

ISIR Rvw Tab

- **Student E-mail Address Removed from ISIR Rvw Tab Grid.** The student's e-mail address has been removed from the grid on the ISIR Rvw tab. The ISIR Rvw tab displays the student's E-mail Address 1 and E-mail Address 2 at the bottom of the screen as defined on the Demo tab.

- **Text Descriptions of Numeric Values.** The grid on the ISIR Rvw tab displays the text descriptions of numerical values when text descriptions exist for the values. For example, the student's marital status field now displays "1 – Unmarried" for an unmarried student.

FAA Access Interface

- **Entered FAA Information Appears as Asterisks.** For improved security and consistency with FSA's Web applications, the characters you type for the FAA Social Security Number and FAA Date of Birth in the FAA Access PIN Authentication and Automation Information dialog box appear as asterisks. You will only need to enter this data manually if you have not entered your FAA user information in Global FAA Access setup.

- **EDExpress Completes Web FAFSA Questions from Demo Tab Information.** If you log into FAA Access to CPS Online through the FAFSA tab to complete an initial FAFSA for a student, EDExpress pre-fills the following fields on the Web FAFSA form, provided they are defined on the student's Demo tab:

  - Last Name
  - First Name
  - Middle Initial
  - Permanent Address: Street Address, City, State, and Zip Code
  - Phone Number
  - E-mail Address (using the renamed E-mail Address 1 field on Demo tab)
  - Original SSN
  - Driver's License # and State
  - Citizenship Status
  - Alien Registration Number
  - Date of Birth

Note: The demographic data is disregarded if a renewal or correction application exists for the student.

- **Message to Provide Challenge Question and Response.** During the PIN authentication process, EDExpress users who have not selected a challenge question and response on the PIN Web site receive a message directing them to the PIN Web site to provide that information before the authentication process can be completed successfully.

- **Restore Records**. You can now restore records through the EDExpress interface with FAA Access to CPS Online that were initially saved by accessing FAA Access through a browser. In the past, if you started an application through the EDExpress interface with FAA Access to CPS Online you could not save the application and try to continue without going through the EDExpress interface. The same issue would occur if you started an application through the FAA Access to CPS Online Web site, saved the application, then tried to access the application by going through the EDExpress interface. This issue has been resolved and both are interchangeable.

Import

- **Added New Message Class IGSG06OP.** We added a new message class, IGSG06OP, to the ISIR Data Import Type, for 2005-2006 system-generated ISIRs sent by the CPS.

- **Replaced IDCO Message Class with IGCO.** All ISIRs resulting from corrections submitted by schools are now sent under the IGCO06OP message class, including those previously sent under the IDCO message class. The IDCO message class is no longer used by the CPS and has been removed as an ISIR Data Import Type for 2005-2006.

- **Deleted Hold File and Message Class.** We removed the Hold File (HOLD) Import Type because the CPS will no longer create and send Signature Hold Files to destination points.

- **Added Import ID.** EDExpress now adds a date and time stamp identifier to ISIR records when an ISIR file is imported.

Reports

- **Import Records Edit Report Displays Full Error Message.** Full error message text of up to 45 characters is now displayed on the Import Records Edit Report generated by importing an EAPR06OP, CORE06OP, or SIGA06OP file.

- **Print Active Transaction from ISIR Review Tab.** You can now print the active ISIR transaction to the screen, to a file, or to your printer from the ISIR Review tab.

- **Print Multiple Records Using Import ID.** We added a new Import ID field to the Print dialog box for the ISIR report (multiple print only), the NSLDS report, and the List–Processed ISIRs enabling you to print ISIRs for a given import date and time, similar to previous functionality allowing print output to be filtered by batch number.

- **SAR C Flag Prints Next to the EFC on List–Processed ISIRs Report.** We modified the List–Processed ISIRs report to identify students with a SAR C flag. When an ISIR transaction has a SAR C flag, the report displays a "C" to the right of the student's EFC (with no space between the EFC and the "C").

Packaging

The following enhancements have been made to the EDExpress for Windows 2005-2006, Release 1.0 Packaging module:

Entry

- **Canadian Province Codes.** We added Canadian province codes as valid values for the student's state of residency and parent's state of residency fields on the Awards tab.

- **E-mail Addresses Display on Awards Tab and Packaging Record Report.** We renamed the E-mail Address field on the Awards tab to E-mail Address 1 and added the new E-mail Address 2 field. Both fields are read only and display the values entered for these fields on the Demo tab. The E-mail Address 1 and E-mail Address 2 fields also print on the Packaging Record report.

Import

- **"Are You Male?" ISIR Field Added to Packaging ISIR Import and Query**. The ISIR field "Are You Male?" is now imported during Packaging ISIR Import for query purposes. The field and its value do not display on the Awards tab. You can now include the "Are You Male?" field in Packaging queries you attach to setup profiles, reports, and other Packaging functionality as selection criteria.

- **No Duplicate Student Records Added during an External Add Import.** We updated External Add import logic to add only the first record in an import file for a student to the EDExpress database and to reject additional instances of the same student in the same file as duplicate records. Records rejected as duplicates are identified on the External Add Import Edit report.

Reports

- **FISAP Report Column Headings Match FISAP Form.** We modified column headings on the FISAP – Eligible Dependent Students and FISAP – Eligible Independent Students reports to match the updated wording on the FISAP form (Section F, "Information on Eligible Aid Applicants for Award Year…").

- **Updated Missing Documents Information when Printed with Award Letter.** When the Print Missing Documents? option is selected on the Award Letter Print dialog box, EDExpress now prints "MISSING (M)" or "INCOMPLETE (I)" in the letter text and displays an "M" or "I" next to the document description, as appropriate. This is similar to what prints on the Document Tracking Letter.

- **Print Packaging Record to the Screen.** You can now print the Packaging Record report to the screen from the Awards tab.

- **Print Award Letter to E-mail Address 1 or E-mail Address 2.** When printing an Award Letter and selecting E-mail as the Report File Destination, you can print to E-mail Address 1 or E-mail Address 2 by selecting your preference on the Print dialog box.

Enrollment for FAA Access to CPS Online

Before using EDExpress for Windows 2005-2006, Release 1.0 to process Application Processing data, the Destination Point Administrator (DPA) of the TG number you use to send and receive FAFSA and ISIR correction data should verify enrollment is completed for FAA Access to CPS Online Web site services. The DPA should ensure during this process that individual users at your school performing FAFSA or ISIR correction data entry tasks are enrolled for these services.

Note: Your DPA must also enroll individual users at your school for access to the Return of Title IV Funds (R2T4) and ISIR Analysis Tool Web sites, which are part of FAA Access to CPS Online. Once enrollment is complete, users can access these products from the EDExpress View menu.

Enrollment for FAA Access to CPS Online, R2T4 on the Web, and the ISIR Analysis Tool is accomplished through the SAIG Enrollment Web site, located at fsawebenroll.ed.gov.

EDE and Packaging Technical References

The *EDE Technical Reference* and the *Packaging Technical Reference* contain technical details such as record layouts and valid field contents. The *Packaging Technical Reference* also contains worksheets and import and export information for interfacing EDExpress Packaging with an external mainframe system.

Both technical references can be downloaded from the FSAdownload Web site located at fsadownload.ed.gov.

EDExpress Benchmarking

We performed benchmarking tests on the EDExpress for Windows 2005-2006, Release 1.0 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EDExpress import files are as follows:

- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.

- Records were imported into an empty database.

- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box to begin the import process until the import statistics are displayed.

Imports Benchmarking Volume

Report	Operating System	Benchmarking Volume	Time Elapsed
ISIR Data	Windows 98	1000	34 seconds
ISIR Data	Windows Me	1000	36 seconds
ISIR Data	Windows 2000	1000	27 seconds
ISIR Data	Windows XP	1000	30 seconds

Reports

The benchmarking results for EDExpress reports and lists are as follows:

- These reports were tested in Windows 98, Windows Me, Windows 2000, and Windows XP on an HP LaserJet 4si printer.

- These tests were all completed on a Pentium 1.2 GB MHz with 512 MB RAM.

- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and ending when the operating system (Windows 98/Me/2000/XP) Print dialog box appears.

- The Benchmarking Volume is the number of records or approximate number of pages that were printed in the test.

Reports Benchmarking Volume

Report	Operating System	Benchmarking Volume	Time Elapsed
Document Tracking Letter	Windows 98	5 records	1 second
Document Tracking Letter	Windows Me	5 records	1 second
Document Tracking Letter	Windows 2000	5 records	1 second
Document Tracking Letter	Windows XP	5 records	1 second
Mailing Labels	Windows 98	25 records	1 second
Mailing Labels	Windows Me	25 records	1 second
Mailing Labels	Windows 2000	25 records	1 second
Mailing Labels	Windows XP	25 records	1 second
ISIR	Windows 98	5 records	2 seconds
ISIR	Windows Me	5 records	2 seconds
ISIR	Windows 2000	5 records	1 second
ISIR	Windows XP	5 records	2 seconds

Reports Benchmarking Volume (Continued)

Report	Operating System	Benchmarking Volume	Time Elapsed
Processed ISIRs	Windows 98	25 records	1 second
Processed ISIRs	Windows Me	25 records	1 second
Processed ISIRs	Windows 2000	25 records	1 second
Processed ISIRs	Windows XP	25 records	1 second
Award Letters	Windows 98	5 records	1 second
Award Letters	Windows Me	5 records	1 second
Award Letters	Windows 2000	5 records	1 second
Award Letters	Windows XP	5 records	1 second
Packaging Setup	Windows 98	22 pages	1 second
Packaging Setup	Windows Me	22 pages	1 second
Packaging Setup	Windows 2000	22 pages	1 second
Packaging Setup	Windows XP	22 pages	1 second

Reminders

Back Up Your Database Weekly

You should back up your EDExpress database file (expres56.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, packaging a large group of student records), or at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDExpress does not include a backup utility. You must use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.

Optimize Your Database with Software Utilities

EDExpress contains utilities that enable you to optimize your database to prevent problems. We recommend that you run the Compact and Repair Database and Verify Database utilities at least once a week. Be sure to create a back up of your database before and after running these utilities.

Run the database utilities in the following order:

- Compact and Repair Database

- Verify Database

- Compact and Repair Database

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of EDExpress by optimizing the database (expres56.mdb) file and reclaiming space on your computer's hard drive. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a Local Area Network (LAN) failure can corrupt your database if it occurs while EDExpress is updating student records. EDExpress may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even for something as simple as a missing flag on a record), run the Compact and Repair Database utility.

Running the Compact and Repair Database function on a regular basis can make your database significantly smaller and improve EDExpress' performance. The utility reduces the size of your database by organizing and storing records more efficiently and by removing any records that have been flagged for deletion.

Warning: Before using the Compact and Repair Database utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.

Prevent Problems with the Verify Database Utility

Each student record in EDExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record may become damaged. Verify Database repairs these damaged links within the database.

You should always run the Compact and Repair Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.

Warning: Before using the Verify Database utility, be sure you have hard drive space available that is at least equal to three times the current size of the database.